



Community Preservation Committee
55 Main Street
Westford, Massachusetts 01886
TEL (978) 692-5524 FAX (978) 399-2558

Applying for Westford Community Preservation Funds

1. Review the governing law Chapter 44B, Community Preservation Act, and Westford's Community Preservation Funding application package to determine if project is eligible.
2. Obtain necessary written support from Historic Commission, Recreation Commission, Conservation Commission, Affordable Housing Committee, Housing Authority, Cemetery Commission, Water Commission, and/or Planning Board, as applicable.
3. Complete and submit application package, including all supporting materials (budget, quotes/estimates, timeline, maps, photos, plans, deed restrictions, CPC funding agreement) shall be submitted to the Town Planner at Westford Town Hall by **February 02**.
4. During the normal CPC review period for recommendation at Westford's May Annual Town Meeting, please consider the following timeframe:
 - a. CPC reviews complete application package (January/February).
 - b. Applicant appears before CPC for application interview(s), providing additional materials/information as requested by CPC.
 - c. CPC votes on recommendations (late February/early March).
 - d. CPC submits Annual Town Meeting warrant placeholder/warrant language to Board of Selectmen (March).
 - e. CPC representative and applicant appear before Finance Committee and Selectmen for ATM recommendations.
 - f. Applicant and CPC prepare project information for May Annual Town Meeting.
5. If application is submitted outside the Annual Town Meeting timeframe, for a Special Town Meeting for example, please contact the Town Planner or CPC chair for further information.

Additional information can be obtained from Ross Altobelli, Town Planner 978-692-5524; email: raltobelli@westford.mec.edu or from the Westford Community Preservation Committee (CPC) at committee@westfordcpa.org.

For additional background and information, please visit the Westford Community Preservation Committee's website: www.westfordcpa.org